

Ashford Board of Education  
Ashford, Connecticut  
Meeting Agenda  
April 4, 2019  
**7:00 pm**  
Ashford School  
District Office Conference Room

1. Call To Order
2. Communications
3. Approval of Minutes: 02/07/19; 02/21/19; 03/28/19
4. Opportunity for Public Comment
5. New Business
  - a. Grant Application Authorization: Individuals with Disabilities Act (IDEA)
  - b. FY 18 Audit: Request Transfer to Unexpended Educational Funds Account
  - c. Personnel Planning Session
6. Old Business
  - a. Distribution of District/Administrative Reports
  - b. Second Reading of Policies (Series 1000: Non-Discrimination; Series 4000: Abuse of Neglect of Disabled Adults; Child Abuse or Neglect Reporting; Employment Checks; Plan for Minority Educator Recruitment; Federal/State Notifications: Guidelines for Independent Educational Evaluation; Individualized Learning Plans; Student Data Privacy Notice)
  - c. FY 20 Budget
7. Second Opportunity for Public Comment
8. Next Meeting, Agenda Items
9. Personnel Negotiations (Executive Session)
10. Personnel Matter (Executive Session)
11. Adjournment

**Ashford Board of Education Goals**

Curriculum – Ensure a Kindergarten to 8th grade curriculum that challenges students to use methods of inquiry to solve problems, think critically, and to express themselves creatively and effectively.

Financial - Develop a budget that ensures the best possible education while being fiscally responsible to taxpayers.

Culture - Foster an environment of physical and emotional health and wellness for all. Support a community that recognizes professional expertise and provides diverse opportunities that enhance teaching and learning.

Community Relations and Facilities - Provide opportunities for enhanced community engagement and serve as a leader for Ashford in enhancing energy efficiency, developing a maintenance and restoration plan that extends the school's useful life and demonstrates environmental responsibility.

*All meetings, conferences, programs and activities at Ashford School are available, without discrimination, to individuals with disabilities as defined by the Rehabilitation Act of 1973 and/or Title II of the American with Disabilities Act. Individuals with disabilities requesting relocation of this meeting should call the Superintendent at 429-1927 or e-mail a request to [jplongo@ashfordct.org](mailto:jplongo@ashfordct.org) not later than 2 working days prior to the meeting. Hearing impaired individuals may communicate their request for accommodations by using the e-mail address above, or calling the State of CT TDD relay service (800) 842-2880 or the national relay service number (800) 855-2880.*

Ashford Board of Education  
**Regular Meeting Minutes – February 7, 2019**  
**7:00 pm**  
**Ashford School District Office Conference Room**

*Note: Per CGS 10-218, Board of Education Meeting Minutes are provided in a draft format within 48 hours of the date the meeting was held. With the exceptions of motions and votes recorded, the minutes are unofficial until they have been read and approved by a majority vote by the Board. Should edits be necessary, they will be made at a regularly scheduled meeting, noted in the meeting minutes, and so voted upon.*

**Call to Order**

Chair John Lippert called the meeting to order at 7:05 pm. Present were members Jane Urban, John Calarese, Kay Warren, Marian Matthews and Shannon Gamache (7:42 pm) Also in attendance were Superintendent James Longo, Business Manager Lisa Dyer and recording secretary Jen Barsaleau. Unable to attend was board member Lisa Donegan. Present in the audience were residents Kim Kouatly, Brian Specyalski and Maureen Caye. Also present were teachers Jennifer Lindsay, Carly Imhoff and Kate Craven.

**Communications**

The board acknowledged receipt of a \$700 field trip grant from Target and a \$500 donation in the name of Maureen Caye through her employer, United Healthcare Group.

A letter from resident Jesse Burnham was read aloud citing his concern about planning for the number of 5<sup>th</sup> grade classrooms for the 2019-2020 school year. An email from Meghan Champagne concerning the number of 5<sup>th</sup> grade classrooms planned for next year was also read.

**Approval of Minutes: 01/17/19, 01/31/2019, 01/31/2019**

- ***Motion made by Jane Urban to approve the minutes of 01/17/19. Motion seconded by John Calarese and carried with one abstention (Kay Warren).***
- ***Motion made by John Calarese to approve the special meeting minutes of 01/31/19.***  
Discussion followed and one grammatical edit was noted and the meeting time on the document header should read 5:00 pm. ***Motion to approve the special meeting minutes as amended was seconded by Jane Urban and carried with two abstentions (Kay Warren, Marian Matthews).***
- ***Motion made by Marian Matthews to approve the regular meeting minutes of 01/31/19. Motion seconded by Jane Urban and carried with one abstention (Kay Warren).***

**Authorization for Travel: National Geographic Early Career Grant**

Teachers Carly Imhoff and Kate Craven presented information about a brand new grant opportunity that has been awarded to Ashford School. They shared a PowerPoint entitled “Engineering for Endemic Species.” This opportunity aligns with the United Nations sustainable development goals of the district and if approved by the Board, will take place in Bermuda in May of this year. A description and itinerary was distributed. Discussion followed concerning the application process for student participation.

***Motion made by Marian Matthews to approve student travel to Bermuda to participate in the National Geographic grant as presented. Motion seconded by Jane Urban and carried unanimously.***

**Opportunity for Public Comment**

- Brian Specyalski introduced himself as a long time resident, former Ashford School student and the owner of Brialee Campground. Mr. Specyalski spoke for several minutes asking Ms. Imhoff and Mrs. Craven if there were other causes closer to home? He took exception to Dr. Longo’s most recent Ashford Citizen article, standardized test score results and expressed his opinion he is a poor leader of the district and should be held accountable for test scores. He expressed that he did not want a part time health teacher in the budget as he doesn’t want anyone “teaching his children about transgenders” in school and wants more core instruction. He noted that Ashford has become known for its special education services and therefore those numbers are up. He read an email communication between him and Dr. Longo that he felt contained an offensive statement.
- Kim Kouatly reiterated a request that the board consider offering childcare on meeting nights to increase parent attendance. She expressed a preference in covering math intervention from within so as to not lose a classroom teacher position. She also was in favor of having three teachers per grade saying it would be detrimental to students to reduce the number of classroom teachers.

- Maureen Caye addressed the first speaker noting appreciation for his passion. She has great admiration for her children's teachers and her experiences overall have been positive. She expressed great appreciation to Mrs. Craven and the STRIVE program and how beneficial it has been for her son. She noted the effort of everyone involved in the budget process and knows it is difficult. She also advocated for three teachers per classroom. She would like to see what the board's plans are to achieve a 0%, 1%, 2% and 3% budget if so directed by the Board of Finance.

### **FY 20 Budget Worksession**

Lisa Dyer distributed draft "C" of the Superintendent's FY 20 Ashford School budget. Dr. Longo addressed the grade 5 and 6 classroom instruction and the addition of a half -time math interventionist that is planned for next year's budget. A question was asked about the retiree health benefit line in the budget. Dr. Longo and Mrs. Dyer explained that retired teachers are allowed by statute to obtain benefits for themselves through the board of education until they are 65 years old. Lengthy discussion followed including but not limited to transportation, technology equipment, iReady software, parent outreach by staff for students that may be struggling, review of the Region 19 budget, tax increases to residents and formula errors in the budget document. The next regular meeting is Feb. 21<sup>st</sup>. The board requested the following items be discussed at the next meeting:

- Information obtained from other districts about student transportation
- iReady information and presentation
- How and when are parents contacted if their child is struggling with academic subjects
- A comprehensive plan for staffing and instruction in Grades 5 and 6 for next school year

### **Second Opportunity for Public Comment**

- Mr. Specyalski would like have children's bus drivers introduced to parents, and feels a reminder to parents that instruction is the responsibility of parents as well as the school. He shared a strong opinion that the town has been unwilling to allow businesses to root in Ashford that would generate tax revenue.
- Mrs. Lindsay spoke as a middle school teacher to the outreach to parent comments earlier in the meeting. She reported there is a weekly communication from the middle school to parents and there is access to a Parent Portal in PowerSchool.
- Mrs. Caye stated there was great dialogue tonight and would like more information about the Grade 5 and 6 structure for next year and a plan of action should the board of finance say no to any budget increase.
- Mrs. Kouatly would like more information on Grade 5 and 6 and iReady testing. She does not feel that standardized test scores are telling and are only as good as the information they reflect. There are "outlying" students, and a lot of special education students, and that affects the scores. She again stated she feels there is too much emphasis on project based learning and it is a lot of work for the students and their families. We offer a lot of extras and the teachers are trying to keep up with the pace.

### **Superintendent Evaluation (Executive Session)**

Tabled

**Motion made by Marian Matthews to adjourn the meeting at 9:45 pm. Motion seconded by Jane Urban and carried unanimously.**

Recorded by:

Jennifer Barsaleau  
Recording Secretary

Ashford Board of Education  
**Regular Meeting Minutes – February 21, 2019**  
**7:00 pm**  
**Ashford School District Office Conference Room**

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**Call to Order**

Vice-Chair Marian Matthews called the meeting to order at 7:10 pm. Present were members John Calarese, Shannon Gamache and Lisa Donegan. Also in attendance were Superintendent James Longo, Business Manager Lisa Dyer, Director of Pupil Personnel Cindy Ford, Principal Troy Hopkins, Asst. Principal Garrett Dukette and recording secretary Jen Barsaleau. Unable to attend were board members Kay Warren, Jane Urban and chair John Lippert. Present in the audience were residents Rebecca Haeger, Jennifer Leszczynski, Christina Siggins, Brian Specyalski and Maureen Caye. Also present were teachers Jennifer Lindsay, Carly Imhoff, Kelly Knotts, Amy Capozziello and Krysta Parisen.

**Communications**

Member Lisa Donegan read a letter from Jesse Burnham concerning the number of 5<sup>th</sup> grade classrooms for the 2019-2020 school year.

**Approval of Minutes: 02/07/19**

The minutes were tabled until the next regular meeting.

**Opportunity for Public Comment**

Vice-Chair Marian Matthews opened the floor for public comment, limiting each speaker to a maximum of two minutes per the bylaws of the board.

- Maureen Caye noted that it is difficult for residents to comment and provide feedback on the proposed budget if the drafts are not posted at least a few days before the meeting. She will be interested in hearing the plans for grades 5 and 6 tonight, inquired about the strategy of explaining the library media position and what are the fall back options if the Board of Finance cuts the budget?
- Brian Specyalski introduced himself as a long time resident, former student, and business owner. He questioned the direction of the school under Dr. Longo and Mr. Hopkins, as test scores are low. He stated that something has to be done toward moving in a different direction. He was also concerned about not being able to reach anyone in the school office after dismissal time when he tried to call to find out where his child was as she not on the bus. He also noted that security measures were not followed when he sent someone here to the school to look for his child.
- Rebecca Haeger spoke to the importance of having a math interventionist for the middle school. She thanked the teachers for their part in creating children who will be amazing people. She feels that test scores do not reflect the whole child.

Dr. Longo noted that he had received an email communication stating that new test score data would be available to the public on the CT State Department of Education website tomorrow.

**Old Business**

**a. Distribution of District/Administrative Reports**

- Dr. Longo distributed his Superintendent's report and next Ashford Citizen article. He recommended that the board schedule a transportation committee meeting. Some of the drivers wish to be able to speak with the committee. Dr. Longo believes that next year's proposed budget with the ½ time math interventionist has been reduced as far as it can be without impacting our teacher's ability to teach.
- Mrs. Ford reviewed her report and wished to note that there had been some public comment at previous meetings that people are moving into Ashford because we have a very good special education program. In actuality, Ashford's percentage of students identified as special education is the same as the state average, 14%. Ashford has a great staff and we are educating with a whole child approach.

- Mr. Dukette shared a comprehensive power point presentation on iReady Assessment Screening and Intervention software. iReady has been used since the fall of 2018 and has replaced the Star testing software that had been used for some time. After doing some research, it became evident that Star did not align to the new Smarter Balanced assessment testing or the common core. After 6 months of use, Mr. Dukette reports that staff are finding that iReady results are revealing more specifics in terms of identifying content areas where a student might be having difficulty or those where they may be doing exceptionally well.
- Mr. Hopkins shared a power point demonstrating how grade 5 and 6 student schedules can work with a total of five teachers in those grades. He thanked the teachers and administrators for their input on this task, noting that this is a quick draft and may not be 100% final as we are still investigating more options.

Dr. Longo suggested that the intervention team be invited to a future meeting to further discuss iReady, and how it is used in determining intervention.

Dr. Longo distributed proposed administrative regulations for the existing Home-School Communication policy. He will meet formally with teachers to discuss this proposal before the March 21<sup>st</sup> regular meeting.

### **FY 20 Budget Worksession**

Draft “D” of the Superintendent’s FY 20 Ashford School budget was handed out at the start of the meeting. Dr. Longo explained that the budget is not very different from the current year’s budget and reflects the addition of the ½ time math interventionist, increase in healthcare premium costs, negotiated or mediated wage increases for union staff, and general increases in the costs of fuel, utilities, repairs, etc. Several non-union staff members have waived wage increases for FY 20, and there really are not many lines within the budget that could be reduced. Discussion followed.

***Motion made by John Calarese to approve the 2019-2020 budget of \$7,831,892, which represents a 4.3% increase over the current budget. Motion seconded by Lisa Donegan and carried unanimously.***

### **Second Opportunity for Public Comment**

- Jennifer Leszczynski wished to those employees who waived a wage increase, and commended the administration for thinking “out of the box” with regard to grade 5/6 and she really hopes it can work. As a professor, she understands testing and what it means, but what matters is that we go beyond.
- Maureen Caye shared her appreciation of the iReady presentation and the grade 5 and 6 schedule information and wondered if students would travel together throughout the day? What will the board do should the BOF cut the proposed budget?
- Rebecca Haeger expressed thanks to all of the staff and administrators who will not receive wage increases for “walking the walk and not talking the talk.” She also thanked the BOE members for all of their hard work.
- Brian Specyalski revisited test scores and accountability. He asked the board at what point does the board decide to make a change?

Ms. Matthews stated that scores are important to the board, but there is so much more to what we do here. We believe scores will show improvement, if not, it will be addressed. Test scores alone are not the “be all and end all.” The administration is and has been very responsive to the board and to parent concerns. Mrs. Donegan encouraged the community to come to the board of finance meetings, to come out and speak as you do at our meetings.

Ms. Matthews wishes to have the Building & Grounds and Cafeteria committees meet soon.

***Motion made by John Calarese to adjourn the meeting at 8:58 pm. Motion seconded by Shannon Gamache and carried unanimously.***

Recorded by:

Jennifer Barsaleau  
Recording Secretary

Ashford Board of Education  
**Special Meeting Minutes – March 28, 2019**  
**7:00 pm**  
**Ashford School District Office Conference Room**

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**Call to Order**

Chair John Lippert called the meeting to order at 7:05 pm. Present were members Jane Urban, John Calarese, Kay Warren and Shannon Gamache. Also in attendance were Superintendent James Longo, Director of Pupil Personnel Cindy Ford, Principal Troy Hopkins, Asst. Principal Garrett Dukette, Business Manager Lisa Dyer and recording secretary Jen Barsaleau. Unable to attend were board members Lisa Donegan and Marian Matthews. Audience present: Karen Zulick, Christine Abikoff, Cheryl Baker, Charles Funk, Jen Lindsay, Christine Davis, Kimberley Kouatly, Rebecca Haeger and Christina Siggins.

Chair John Lippert welcomed all present, noting that the purpose of this special meeting is dedicated only to identifying and making reductions of \$150,000 to the Board of Education's proposed FY 20 budget. He went on to note that the administration has prepared a list of potential line items for reduction which will be reviewed, however, he also stated that the board needs to consider reduction of staff such as a teacher, administrator or mental health professional and that it the right thing to do.

**Opportunity for Public Comment**

Mr. Lippert stated that public comment would not be limited to this opportunity, he will periodically ask for audience comments throughout the meeting.

- Rebecca Haeger stated her appreciation for being able to address any concerns after hearing what is discussed during the worksession.
- Kim Kouatly reminded the board that outsourcing of transportation and regionalizing with Willington for the lower grades have been discussed in the past.

**FY 20 Budget Worksession**

The worksession began with a review and discussion of the document title "Options for Reductions to the 2019-2020 BOE Budget."

**Special Education**

All listed lines in relation to special education reductions were discussed including paraeducators, medical/dental insurance, speech outsourced, PT outsourced and behavior therapy outsourced. Cindy Ford was asked to address these reductions and explain the reasoning behind them.

- It was necessary to hire 2 paraeducators during this school year based on student need. Since that time, one person has resigned and one has informed her that they will not be returning next school year. This coupled with changes to student enrollment make filling these positions unnecessary at this time. Mrs. Ford noted that special education support needs could change at any time. These reductions total \$57,762
- The proposed 2% increase for speech and PT outsourced are eliminated. These reductions total \$2,401.
- Mrs. Ford stated that the currently contracted provider of behavior therapy services will be reduced to reflect a change of direction in the approach to such services. We currently have two school psychologists and the school counselor that comprise a mental health team. This team has been consulted about the changes being considered and that team feels comfortable and confident in this approach. Mrs. Ford also stated that she is always looking at trying to share services with other area districts. It is her hope to try to partner with another district to share this type of service. The currently contracted behavior therapy consultant will still be working with our district, just not as often.

Jane Urban suggested another option to the amount of the behavior therapy reduction. She suggested it be \$15,000 and that it remain a contracted service, and not become a staff position. Other members of the board agreed, and the reduction to this line will be \$31,900.

Mr. Lippert asked for any audience comment or if there were any questions for Mrs. Ford?

- Mrs. Kouatly asked Mrs. Ford to explain a comment she made about the special education budget being “flagged?” Mrs. Ford responded that it refers to a state requirement known as Maintenance of Effort, or MOE. The state requires that special education expenditures not be significantly less from one year to the next to ensure students are receiving everything they need. As long as the reasons for a reduction in MOE are documented, the state will be satisfied with this change.
- Cheryl Baker asked what the impact would be from last year to this year’s special education budget? Mrs. Ford did not have that answer readily available, but left the room and returned noting the difference was a net change of \$6,000.

#### Math Intervention (01-1200-111-20001)

Discussion moved onto postponing the Math Intervention position. There was an assumption that once the BOE had to make reductions, that this new position would be removed from the budget.

Dr. Longo reminded the board that this was discussed at a summer retreat meeting in reference to the goal of improving test scores. Mr. Hopkins reported that scores in middle grades have declined since the departure of the math interventionist that we had a few years ago. Students will be better served with an interventionist and is an important position to have. Board members Jane Urban and Kay Warren support keeping the position in this budget. Member Shannon Gamache inquired about reducing one Spanish position as she feels the math is more important. After discussion, all members wished to keep the math intervention position in the budget.

#### Class Trip Transportation (01-2790-110-10000)

Jane Urban said she was not in favor of cutting all funding for field trips. Discussion followed concerning how much the students look forward to field trips, the number of trips per year and the cost to families if they need to pay more for trips. John Calarese inquired of Mr. Funk in the audience if the Ashford Business Association might sponsor some of the school field trips? Mr. Funk and Mrs. Davis are both members and felt it was possible. It was agreed that this line would be reduced by \$6,000.

#### Curriculum Development (01-2210-151-10000)

Funds from this line go to payment of wages paid to teachers to work on curriculum revision in the summer. Mr. Dukette gave an update of the progress to date on curriculum revision. This line will be reduced by \$5,000 and grant funds will be used for this purpose.

#### Professional Development Regular Education (01-1000-330-10001)

After discussion of professional development contractual obligations and application of Title II grant funds for this purpose this line was reduced by \$5,000.

#### BOE Expenses (01-2310-600-1000)

This line will be decreased by \$2,000.

#### Elementary Instructional/General Supplies (01-1000-610-10000)

#### Middle School Instructional/General Supplies (01-1001-610-10000)

There was much discussion of reductions to these lines and the effect on classroom supplies. It was agreed to reduce elementary supplies by \$4,000 and middle school supplies by \$5,000.

#### Elementary and Middle School Texts, Periodicals and Workbooks

Funds in these lines represent subscriptions to Scholastic News, Time for Kids, etc. and are supplemental materials that are good to have, but are not required. The total of these reductions equal \$7,288

#### After School Program

None of the board members present wished to make any changes to the After School program. It is a unique program for students and their families and it means a lot to them.

Mr. Lippert and the board then reviewed a second list of reductions on the document titled “Alternative Budget Reductions.” The first two items on the list, Class Trip Transportation and Behavior Therapy Outsourced were already addressed.

#### Flooring (01-2600-430-10006)

Dr. Longo explained that as part of summer maintenance, we budget to remove carpeting in classrooms and replace with tile flooring. It was agreed to reduce \$3,000 from this line

General Maintenance and Repairs (01-2600-430-10003)

The types of repairs that fall under this line were discussed. Dr. Longo felt it would be a great risk to reduce this line given the age of the building and emergencies happen. After discussion, it was agreed to reduce this line by \$5,000.

Technology Equipment (01-2230-730-10003)

Technology Equipment Maintenance (01-2580-432-1000)

After brief discussion, it was agreed to reduce the equipment line by \$2,000 and the maintenance line by \$1,000.

Paraeducators (01-1200-112-20000)

Kay Warren asked what the cost savings would be if one paraeducator was reduced to half time position? There was brief discussion. No reduction was made to this line.

Mr. Lippert asked for any comment from the audience.

- AEA co-president Jen Lindsay addressed health insurance. Members of the AEA are surveyed for their intent to participate in the medical plan. She will re-survey the membership to see if there might be any changes and perhaps some savings in the medical insurance line.
- Ms. Baker mentioned that some dental insurance cost savings may be possible as a new plan has been offered to the Town and BOE. More details are coming.
- Ms. Baker asked about the hiring of a school counselor that had not been part of the budget request for FY 19. Mr. Lippert noted that process was a learning experience for the board. Mr. Hopkins identified several reasons that made it evident this position was greatly needed. Upon receipt of the resignation of a classroom teacher, the choice was made to hire a counselor.
- Ms. Baker asked why the school buys MacBook Pro computers and not MacBook Air? Dr. Longo explained that we are not purchasing the Pro's any longer, we use MacBooks as they are far more durable for student use. She also asked if a para position could be shared with another district?
- Mrs. Kouatly noted that a math interventionist would not just be helping with struggling students but older students who are not being challenged in math.

***Motion made by John Calarese to adjourn the meeting at 9:20 pm. Motion seconded by Kay Warren and carried unanimously.***

Recorded by:

Jennifer Barsaleau  
Recording Secretary





## **MODEL POLICY CLIENTS SUMMARY OF POLICY RECOMMENDATIONS AUGUST 2018**

### ***Introduction***

This memorandum serves as a collective summary of the suggested revisions to local and regional board policies, regulations and accompanying documents that we have recommended as a result of the 2018 legislative session, as well as changes based on legal trends or best practices. We include in this memorandum any changes that have been made since April 2018. The bases for our recommended changes to existing policies for each respective series are discussed below. For access to these policies, regulations and accompanying documents, please visit our client portal and use the login and password with which you have been provided. If you need any assistance with your login and/or password, please contact Emma Hoff, [ehoff@goodwin.com](mailto:ehoff@goodwin.com). If you have any questions about the policy revisions, feel free to contact Peter J. Maher, at [pmaher@goodwin.com](mailto:pmaher@goodwin.com), or Gwen J. Zittoun, at [gzittoun@goodwin.com](mailto:gzittoun@goodwin.com).

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### ***Series 1000: Community/Board Operation***

#### **Non-Discrimination (Community)**

This policy was revised to remove references to genetic information under the Genetic Information Nondiscrimination Act of 2008 (“GINA”), Title II of the, Pub.L.110-233, 42 U.S.C. § 2000ff, 29 CFR 1635.1 *et seq.*, as the GINA applies only to employers and their employees.

Further, we updated legal references in this policy to reflect that the requirements of Public Act 17-127 have been codified at Conn. Gen. Stat. § 46a-58.

#### **Visitors and Observations in Schools**

We have revised the model policy concerning Visitors and Observations in Schools in accordance with the Connecticut State Department of Education’s March 2018 “Guidelines Regarding Independent Educational Evaluation at Public Expense and In-School Observations.”

***Series 2000: Administration***

*There have been no changes to the policies in Series 2000.*

***Series 3000: Business***

*There have been no changes to the policies in Series 3000.*

***Series 4000: Personnel***

**Abuse or Neglect of Disabled Adults (Reports of Suspected Abuse and Neglect of Adults with an Intellectual Disabilities or Autism Spectrum Disorder)**

The model policy concerning Reports of Suspected Abuse and Neglect of Adults with an Intellectual Disability or Autism Spectrum Disorder has been revised in accordance with Public Act 18-96. The Act adds licensed behavior analysts to the list of mandatory reporters, shortens the reporting period to no more than forty-eight (48) hours after there is reasonable suspicion of abuse or neglect, and clarifies that unsuccessful attempts to make a report during the weekend or a holiday shall not be a violation of the law under certain circumstances.

**Child Abuse or Neglect Reporting (Child Abuse, Neglect and Sexual Assault Reporting)**

We have revised the policy concerning Child Abuse, Neglect and Sexual Assault Reporting in accordance with Public Acts 18-17 and 18-67. Public Act 18-17 adds licensed behavior therapists to the list of mandatory reporters. Public Act 18-67 provides for the electronic filing of reports to the Department of Children and Families. Please note, however, that the provisions concerning electronic filing are not effective until October 2019. Some school districts may be involved in a pilot program concerning electronic filing through the Department of Children and Families between July 1, 2018 and September 30, 2019. In any event, the new statutory language provides that reports may be filed electronically or orally/in writing.

**Employment Checks**

The Employment Checks policy has been revised to address a new statutory exception to the applicability of the background check requirements for certain employees of an adult education program. The policy also includes other minor revisions for clarity.

**Plan for Minority Educator Recruitment**

We have made minor revisions to the Plan for Minority Educator Recruitment (previously the Plan for Minority Staff Recruitment), in accordance with Public Act 18-34. The Act imposes a

variety of requirements on the State Board of Education and other state agencies to enhance minority educator recruitment.

### ***Students (5000)***

#### **Administration of Student Medications in the Schools**

The policy concerning Administration of Student Medications in Schools has been revised in accordance with Public Act 18-185. This Act clarifies that students with life-threatening allergic conditions may possess, self-administer, or possess and self-administer medication at school under certain conditions. Further, the Act adds required training for bus drivers concerning the emergency administration of epinephrine to students with life-threatening allergic conditions.

#### **Attendance, Truancy and Chronic Absenteeism**

We have revised the policy concerning Attendance, Truancy and Chronic Absenteeism to provide an option for districts to refer truant students to a Youth Service Bureau. Referrals to Youth Service Bureaus may be made, with parent consent, after a district has exhausted all available options to solve problems of truancy and/or continuous and overt defiance of school rules and regulations.

#### **Drug and Alcohol Use by Students**

Revisions to the Drug and Alcohol Use policy have been made in accordance with Public Act 18-185, which permits students to possess and self-administer medication under certain circumstances. The revisions clarify that possession of medication in accordance with board policy is not subject to discipline.

#### **Food Allergies and/or Glycogen Storage Disease (Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease)**

We have made minor technical revisions to the Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease based on Public Act 18-185 and typographical issues. Relative to this policy, the Act requires that the State Department of Education (“SDE”) to revise its guidelines concerning life-threatening food allergies and/or glycogen storage disease. Further revisions to our model regulation will be published once the SDE amends its guidelines.

#### **Health Assessments**

We have revised the model policy titled Health Assessments and Screenings in light of Public Act 18-168, which establishes a new requirement for oral health assessments of students who

initially enter public schools, and who are entering either grade six or seven and either grade nine or ten. Parents and guardians may provide for the oral health assessment, or schools may conduct such assessments under certain conditions. As with health assessments, schools are now required to inform parents and guardians if students are in need of further oral health testing or treatment based on the results oral health assessment. Significantly, schools cannot prevent a student from attending school for failure to submit to an oral health assessment. We have also added a model form to provide notice of free oral health assessment events.

### **Immunizations**

We have corrected the link to the current required immunizations and made additional clerical changes in our model Immunizations policy.

### **Restraint and Seclusion (Physical Restraint and Seclusion of Students and Use of Exclusionary Time Out)**

We have revised our model policy concerning the physical restraint and seclusion of students in accordance with Section 4 of Public Act 18-51. Through this Public Act, the General Assembly revises the definitions of “physical restraint” and “seclusion,” and adds a new definition of “exclusionary time out.” The Act requires that, by January 1, 2019, districts implement procedures for the use of exclusionary time out with students. The Act further clarifies that seclusion may only be used in emergency circumstances and may not be included in a student’s behavior intervention plan, individualized education program, or Section 504 plan.

### **Student Discipline**

We have revised the model student discipline policy in accordance with Public Act 18-31, which removes references to The Connecticut Juvenile Training School from Connecticut’s expulsion statute, Conn. Gen. Stat. § 10-233d. In addition, we have added our revised model individualized learning plan (ILP) to the student discipline document. The model ILP is also found in the *Notifications/Forms - State* folder on the client portal.

### **Student Records (FERPA)**

We have revised our model Student Records policy to conform to recent amendments to the student data privacy law under Public Act 18-125. We have also made additional revisions to clarify certain circumstances when districts may disclose educational records. In addition, we added Individualized Learning Plans to our optional record categorization system. Finally, we have included a model notification regarding required district websites with information relating to student data privacy contracts (see the summary for Student Data Privacy under *State Notifications*, below).

### ***Instruction (6000)***

*There have been no changes to the policies in Series 6000.*

### ***Federal Notifications/Forms***

#### **Guidelines for Independent Educational Evaluations**

We have revised our model Guidelines for Independent Educational Evaluations in accordance with the Connecticut State Department of Education's March 2018 "Guidelines Regarding Independent Educational Evaluation at Public Expense and In-School Observations." These Guidelines must be provided to parents or guardians who request an independent educational evaluation from the district. Please note that there are portions of the Guidelines that must be customized by the school district prior to providing them to parents or guardians.

### ***State Notifications/Forms***

#### **Individualized Learning Plan**

We have revised the model Individualized Learning Plan (ILP), required for all expelled students, to clarify who collaborated in the development of the ILP and add a section to document where the ILP will be maintained and to whom it will be distributed.

#### **Oral Health Assessment Notice (Notice of Free Oral Health Assessment)**

As explained above, we have developed a new model form to provide notice of free oral health assessment events.

#### **Student Data Privacy Notice**

In accordance with Public Act 18-125, local and regional boards of education are required to maintain an Internet website with information relating to contracts entered into with operators and consultants, as required by Connecticut law relating to student data privacy. The Act further requires boards of education to, on or before September 1<sup>st</sup> of each school year, electronically notify students and parents or guardians of the address of such Internet website.

**Approved Reductions to the 2019-2020 Ashford BOE Budget Proposal**  
**Target: \$150,000 in Reductions**

The Board of Finance reduced the Board of Education proposed budget by \$150,000 at their March 21<sup>st</sup> meeting. Provided below is a list of the budget reductions the BOE approved at its March 28<sup>th</sup> special meeting. The \$150,000 in reductions that have been applied from the previous proposal to the Board of Finance is the result of a great deal of dialogue, debate and consideration by the BOE and the administration. Items in *italics* represent lines in the budget that the BOE has designated for restoration should the opportunity become available.

Account # and Name	Original Proposal	Suggested Reduction With Notations	Remaining Amount
Certified Staff 01-1200-111-20001	Add .5 math Interventionist  \$ 22,557	This portion of the salary will be covered by our REAP Grant (\$15,619)	\$6,938
Special Education Paraeducators 01-1200-112-20000	Maintain current staff levels  \$ 518,092	Do not replace 2 who have announced leaving (\$50,062)	\$ 468,030
Medical Dental Special Ed. 01-1200-210-20000	\$ 366,153	Paraeducator (\$7,700)	\$358,453
<i>Class Trip Transportation</i> <i>01-2790-110-10000</i>	  \$12,456	<i>Trips will have to be pay as you go (\$6,000)</i>	  \$ 6,456
<i>Curriculum Development</i> <i>01-2210-151-10000</i>	<i>Curriculum Revision</i> <i>Wages for Certified</i> <i>Staff</i> \$5,000	<i>Revise curriculum by</i> <i>other means</i>  (\$5,000)	  \$ 0
Professional Development Regular Education 01-1000-330-10001	\$ 5,000	Meet contractual obligations through Title II Grant (\$ 5,000)	\$ 0
Speech Outsourced 01-2150-340-20000	\$ 77,219	Reduce 2% (\$1,514)	\$ 75,705
PT Outsourced 01-2190-340-20000	\$45,254	Reduce 2% (\$ 887)	\$ 44,367
Behavior Therapy Outsourced 01-2190-340-20000	\$ 46,930	Will hire consultant as needed (\$31,930)	\$15,000
General Maintenance and Repairs 01-2600-430-10003	\$20,000	Repair emergencies only (\$5,000)	\$15,000
<i>Technology Equipment</i> <i>01-2230-730-10003</i>	\$3,000	 (\$2,000)	\$1,000
<i>Technology Equipment</i> <i>Maintenance</i> <i>01-2580-432-1000</i>	\$3,000	 (\$1,000)	\$2,000

Account # and Name	Original Proposal	Suggested Reduction With Notations	Remaining Amount
BOE Expenses 01-2310-600-10000	\$ 2,724	Limit CABA Conference Attendance (\$2,000)	\$ 724
<i>Elementary Instructional/General Supplies</i> 01-1000-610-10000	\$9,000	<i>Eliminate purchase of consumable supplies in the classroom (\$4,000)</i>	\$5,000
<i>Middle School Instructional/ General Supplies</i> 01-1001-610-10000	\$ 10,550	<i>Eliminate purchase of consumable supplies in the classroom (\$5,000)</i>	\$ 5,550
<i>Elementary Texts</i> 01-1000-640-10000	\$ 1,613	(\$ 1,613)	\$ 0
<i>Elementary Periodicals</i> 01-1000-640-10001	\$ 1,560	(\$ 1,560)	\$ 0
<i>Elementary Workbooks</i> 01-1000-640-10003	\$ 2,046	(\$ 2,046)	\$ 0
<i>Middle School Periodicals</i> 01-1001-640-10001	\$ 500	(\$ 500)	\$0
<i>Middle School Workbooks</i> 01-1001-640-10003	\$ 1,569	(\$ 1,569)	\$0
		<b>Total of Reductions (\$150,000)</b>	